

APPENDIX NN:

Water Quality Program Job Descriptions

WATER RESOURCES TECHNICIAN

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- ☐ Completed Keweenaw Bay Indian Community application
- ☐ Current Resume'
- ☐ Personal Statement
- ☐ College Transcripts, if applicable
- ☐ Minimum of three (3) Letters of Recommendation
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- ☐ If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
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Distribution Date: November 18, 2005

Closing Date: December 6, 2005 at 4:00 pm

POSITION ANNOUNCEMENT

POSITION:

WATER RESOURCES TECHNICIAN

One (1) Full-time position
Non-Exempt

LOCATION:

Natural Resources Department
Pequaming, Michigan

SUPERVISORY CONTROL:

Natural Resources Director

SALARY:

Grade 5 (minimum starting wage = \$10.87/hour)

QUALIFICATIONS:

- High School Diploma or equivalent required. Additionally, college level algebra and chemistry are required. Successful applicant must pass a standardized test in math and chemistry to determine proficiency in these subjects.
- Must be in good physical condition
- Must have legible handwriting
- Valid drivers license, good driving record.
- Good attention to details and be highly motivated to learn new and challenging skills.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and pre-employment physical.

INDIAN PREFERENCE: Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE: Preference will also be given to qualified Veterans (need DD214).

DUTIES AND RESPONSIBILITIES:

The applicant will assist the Water Quality Specialist and other Natural Resources Department staff with water quality assessment, monitoring and assist in the implementation of a water pollution control program.

- Water Assessment and Monitoring:

Assisting the Water Quality Specialist and Natural Resources Technicians with water sample collection, handling and laboratory analysis. Laboratory work requires strong algebra skills for calculations and attention to detail. Assisting with collecting field measurements, such as stream flow and secchi depths.

- Stream Surveys:

Assisting the Water Quality Specialist with biological and physical stream surveys. Involves hiking into remote areas and carrying 10 lbs or more in equipment.

- Data Entry and Collation

Assisting the Water Quality Specialist with recording and transcribing water quality and biological assessment data and entering this data into a computer using word processing, spreadsheets and DBASE software.

- GPS and GIS (Global Positioning System and Geographic Information System)

Assisting the Water Quality Specialist and Natural Resources Technicians with gathering GPS data and entering the data into GIS.

- Other:

Technician may be required to perform other duties related to the department's activities on or near the Reservation.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.

Distribution Date: November 18, 2005

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Changes made 12-2008 in conjunction with Wage Review

JOB DESCRIPTION

POSITION:

Water Quality Specialist

Full-time position

LOCATION:

KBIC Natural Resources -- Pequaming, Michigan
(Located 7 miles from L'Anse on Pequaming Road)

SUPERVISORY CONTROL:

Director of Natural Resources

SALARY:

Grade 8 (minimum starting wage ~~\$12.92~~/hour) \$15.21

REQUIRED QUALIFICATIONS:

- Bachelor of Science Degree in Environmental Engineering, Environmental Sciences or Water Resources or 5 or more years experience working with EPA Section 106, Clean Water Act activities and program, EPA grants, data collection and management, water sampling, drinking water quality, report writing, budget management, and GIS.
- Be in good physical condition.
- Excellent oral and written communications skills; legible handwriting; must work effectively with other people at a variety of ages and levels; able to work independently to get a project completed.
- Must possess a valid Michigan Drivers License and have a good driving record; must be insurable; personal vehicle/vehicle insurance may need to be utilized.
- Must be willing to travel at least 50 miles three (3) days per week.
- Other travel as necessary for job performance and training.
- Work experience in performing investigative studies, administering grants, grant funding and report writing.
- Must be computer literate. Word Perfect, MS Word, Excel, Quattro, GIS preferred.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and pre-employment physical.

INDIAN PREFERENCE:

Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE:

Preference will also be given to qualified Veterans (need DD214).

SUMMARY:

The individual will assist the Keweenaw Bay Tribal Council with the administration of U.S. Environmental Protection Agency (EPA) and Indian Health Service (IHS) grants pertaining to Surface, Ground, Wetlands and Wastewater issues on the L'Anse Indian Reservation, 1842 Treaty Ceded Territory, and Lake Superior.

DUTIES AND RESPONSIBILITIES:

The duties of the Water Quality Specialist shall include:

1. EPA Grants –

- a. Specialist shall assist the Natural Resources staff and Tribal Council to implement various surface, ground, wetlands and wastewater programs, such as:
- b. Water quality planning and monitoring
- c. Enforcement and compliance to water standards
- d. Environmental permit issuance
- e. Storm water and sludge management
- f. Groundwater protection
- g. Non-point source programs, and
- h. Outreach and education
- i. Drinking water testing and protection plans
- j. Well abandonment
- k. Storm water permit compliance inspections

2. U.S. Indian Health Service –

Specialist shall assist the Indian Health Service water and wastewater programs on Tribal lands in Baraga and Marquette counties and shall assist Indian Health Service when necessary.

3. Water Testing and Equipment -

Specialist shall operate KBIC water sampling, testing, and monitoring equipment and perform necessary analysis of water samples. Conduct storm water discharge permit compliance inspections at construction sites on reservation and obtain and maintain federal inspector credentials for this work.

4. BIA-

Specialist shall serve as the contact for the BIA water program staff for water programs on Tribal lands in Baraga and Marquette counties and shall complete and manage BIA funded water programs.

5. Grant Administration Project Management and reporting–

Specialist shall insure proper management of grants and Tribal Council funds necessary to implement program activities. Specialist shall manage and oversee subcontractors completing grant or tribally funded water program activities. Specialist shall prepare water quality and other reports as requested or directed

6. Supervises water Quality Technician.

7. Other –

Specialist may be required to perform other duties related to biological and/or water quality services and activities on or near the Reservation.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.